



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 5450.52
N-83

14 June 1994

CNET INSTRUCTION 5450.52

Subj: MISSION AND FUNCTIONS OF HUMAN RESOURCES OFFICE (HRO),
PENSACOLA

Ref: (a) OPNAVNOTE 5450 Ser 09B22/4U511118 of 14 Mar 94

Encl: (1) Functions of HRO Pensacola

1. Purpose. To publish functions of HRO Pensacola under the mission established by reference (a).
2. Mission. To provide comprehensive civilian personnel and Equal Employment Opportunity (EEO) program support to assigned activities.
3. Status and Command Relationships. HRO Pensacola is a shore activity in an active, fully operational status under a Director. The Director, HRO Pensacola, is also assigned additional duty to CNET for civilian personnel/EEO matters.

a. Echelon:

- (1) Chief of Naval Operations
- (2) Chief of Naval Education and Training (CNET)
- (3) HRO Pensacola

b. Area Coordination:

- (1) Area and regional Coordinator - CNET
- (2) Local Coordinator - Naval Air Station, Pensacola

4. Action. In accomplishing the assigned mission, the Director, HRO Pensacola, will ensure the performance of the functions in enclosure (1) and advise CNET of any recommended modifications to the mission and functions of HRO Pensacola.


T. L. McCLELLAND
Deputy and Chief of Staff

Distribution:
HRO Pensacola

CNETINST 5450.52

Copy to (CNETINST 5218.1F):
Lists I through XI
SNDL A1H (DASN (CP/EEO))
A3 (CNO N-09B2)

Stocked:
Chief of Naval Education and Training (Code 0011)
250 Dallas St
Pensacola FL 32508-5220

FUNCTIONS OF HRO PENSACOLA

1. Serve as principal advisor to commanding officers/heads of serviced activities in civilian personnel and EEO matters.
2. Direct and manage the employee services, employee relations, staffing, rightsizing, outplacement, workers' compensation, Drug Free Workplace, labor management relations, wage and classification, EEO, records maintenance and employee development programs required to provide serviced activities with assistance necessary to plan personnel actions and implement civilian personnel policy and procedures.
3. Interpret, develop, disseminate, and administer all civilian personnel management program guidance to ensure serviced activities' procedures are in compliance with OPM, DOD, DON, and other pertinent guidelines.
4. Provide direction to key officials in planning to meet the civilian personnel implications of present and future work programs and trends.
5. Ensure that heads of activities understand, accept and implement the DON civilian personnel and EEO policies, programs, and procedures.
6. Develop and disseminate CNET personnel and management guidance to NAVEDTRACOM functional commands and field activities.
7. Formulate NAVEDTRACOM civilian personnel and EEO policies, programs, procedures, and guidance; and adapt programs to policies and regulations prescribed by higher authority.
8. Develop and promote the EEO Program for the NAVEDTRACOM and assigned activities for both appropriated and nonappropriated fund employees.
9. Develop and operate a prototype service center for DON/DOD.
10. Exercise financial control over funds allocated by CNET to HRO; develop and coordinate long- and short range financial plans and programs.
11. Exercise control over numerous management programs and functional areas inherent with command of a naval shore activity. These include resource management, management efficiency programs, organization structure, civilian personnel and manpower programs, equal employment opportunity, security, command evaluation, supply, safety, property management, technology/automation, etc.
12. Keep CNET apprised regarding progress and general results of HRO Pensacola programs; make recommendations to CNET regarding changes to funding, facilities, and logistics requirements necessary for effective accomplishment of assigned mission and functions.

Enclosure (1)